



BUREAU OF OCEAN ENERGY MANAGEMENT

Bureau of Ocean Energy Management
FY 2017 Contingency Plan

September 2017

Bureau of Ocean Energy Management
Contingency Plan
For Use in the Event of
An Orderly Shutdown of the U.S. Government

The Bureau of Ocean Energy Management manages the environmentally and economically responsible development of offshore energy and mineral resources on the U.S. Outer Continental Shelf. The Bureau's functions include offshore leasing, resource and economic evaluation, review and administration of oil and gas exploration and development plans, renewable energy development, National Environmental Policy Act analysis, and environmental studies. Underlying all of the Bureau's management and regulatory activities is a commitment to rigorous environmental reviews and study, and science-based decision-making.

The main office for the Bureau is in the Main Interior Building in Washington, District of Columbia, with program offices in Sterling, Virginia, and regional offices in New Orleans, Louisiana (Gulf of Mexico Region), Camarillo, California (Pacific Region), and Anchorage, Alaska (Alaska Region). The number of employees currently working for the Bureau is 584.

The Bureau is prepared for the orderly shutdown of the U.S. government in the event Congress fails to pass the necessary appropriations bill for it to operate. The Deputy Director and Chief, Office of Budget and Program Coordination will be responsible for implementing and adjusting the plan to respond to the length of the appropriations hiatus and changes in external circumstances. Assuming the shutdown will be 30 calendar days or less, one half day will be required to complete the orderly shutdown.

In the event of a shutdown, the Bureau will have 73 employees available throughout the Bureau to conduct three essential functions. The three functions are: (1) Support for Bureau of Safety and Environmental Enforcement Permitting Operations; (2) Administrative Services; (3) and Emergency Response. Although the Bureau receives offsetting collections, obligations against offsetting collections cannot be obligated until enactment of the appropriation bill and transfer of collections from the Office of Natural Resources Revenue. As a result, the number of exempt personnel will be limited.

The Bureau will have 66 exempt personnel available on an on-call basis to assist the Bureau of Safety and Environmental Enforcement with permitting operations. The Bureau of Ocean Energy Management will not process or review new exploration and development plans, but will process and review certain revised plans if it is related to the ongoing permitting work performed by the Bureau of Safety and Environmental Enforcement. On many occasions, a permit will include a revision to the underlying plan to reflect a change in the design of the well since the plan was submitted (e.g., a different drilling rig or modified location). The Bureau of Ocean Energy Management will look at those revisions as part of the bureau's support for the permitting process. These employees will be funded through carryover.

The Bureau Director, Deputy Director, each Regional Director, and Emergency Management Coordinator are considered excepted. They will be available to coordinate and oversee emergency operations on an as-needed basis.

The Chief, Office of Budget and Program Coordination and the Deputy Chief, Office of Budget and Program Coordination are considered excepted. They are needed to support exempt and excepted activities. The Bureau receives administrative services from the Bureau of Safety and Environmental Enforcement through a reimbursable support agreement. These excepted employees will be available for coordination and communication between the Bureau and the Bureau of Safety and Environmental Enforcement pertaining to essential administrative support functions, such as finance, funds transfer, contracting, personnel, information technology, building and property security, and records management. The Chief, Office of Budget and Program Coordination will also work with human resources to notify employees who are furloughed and call back personnel as needed during the shutdown and when the government shutdown ends. The performance of these support functions will be on an as-needed basis.

Bureau of Ocean Energy Management
Contingency Plan in the Event of Federal Government Shutdown

Part 1: Designation of Exempt/Excepted Activities

Exempt Activity	Function	Justification for Excepted Designation	Legal Basis
Support for Bureau of Safety and Environmental Enforcement Permitting Operations	Offshore Energy and Minerals Management	To ensure the Bureau of Safety and Environmental Enforcement has required support needed from the Bureau to continue support for safety related decisions.	Financed by non-lapsing appropriations
Excepted Activity	Function	Justification for Excepted Designation	Legal Basis
Administrative Services	Administrative Support	To facilitate coordination with administrative service provider for finance, contracting, personnel, computer operations, building and property security, documents/records/files security, and other essential administrative support activities. To coordinate internal fund transfers and associated financial reporting requirements.	Support for activity financed by non-lapsing appropriations
Emergency Response	Offshore Energy and Minerals Management	To respond to incidents, document conditions, and secure the site.	Protection for life and property

Basis for the plan:

1. The three functions are those activities needed to achieve the functions that will continue with non-lapsed appropriations, safety, security, and communication within the Bureau.
2. Number of full time employees in BOEM: 584

3. Number of exempt employees whose compensation is financed by a resource other than annual appropriations (carryover): 66 (*note: These employees will work on an on call basis.*)
4. Number of excepted employees: 7
 - a) Excepted employees who are engaged in military, law enforcement, or direct provision of health care activities: None
 - b) Employees who are considered excepted but are not otherwise exempt: 7
5. Number of employees on furlough in the event of a shutdown: 577 (*note: This number may decrease based upon the workload of on call excepted employees. On-call exempt employees will be in furlough status unless called in to work.*)

Part 2: Designation of Excepted Personnel

Title and Function	Justification for Excepted Designation
Acting Director	Headquarters; To respond to emergency situations and coordinate with political leadership
Chief, Budget & Program Coordination	Headquarters; To manage funds and coordinate communications regarding shutdown, exempt/nonexempt status, furlough status, and notice to return to work. To coordinate support activities with administrative service provider.
Deputy Chief, Budget & Program Coordination	Headquarters; To coordinate internal fund transfers and associated financial reporting requirements.
Emergency Management Coordinator/Administrative Support	Headquarters; To support emergency response activities and serve as principal point of contact pertaining to overall continuity of operations between Regions and Headquarters. To support Bureau staff not under furlough.
Regional Director, Alaska	Alaska Region; To respond to emergency situations.
Regional Director, Gulf of Mexico	Gulf of Mexico Region; To respond to emergency situations.
Regional Director, Pacific	Pacific Region; To respond to emergency situations.

Part 3: Designation of Exempt Personnel that would continue with Carryover

Title and Function	Justification for Exempt Designation
(1) Petroleum Engineer	Pacific Region; To perform worst case discharge analysis work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Physical Scientist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(2) Biologist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Anthropologist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Oceanographer	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Physical Scientist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Marine Biologist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Biological Scientist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(2) Leasing Specialist	Pacific Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Petroleum Engineer (OLP)	Gulf of Mexico Region; To perform plans work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Petroleum Engineer (OLP)	Gulf of Mexico Region; To perform plans work associated with Bureau of Safety and Environmental Enforcement permitting.
(2) Regulatory Specialist (OLP)	Gulf of Mexico Region; To perform plans work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Mineral Leasing Specialist (OLP)	Gulf of Mexico Region; To perform plans work associated with Bureau of Safety and Environmental Enforcement permitting.

(1) Program Analyst (OLP)	Gulf of Mexico Region; To perform plans work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Environmental Protection Specialist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(3) Physical Scientist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(3) Environmental Scientist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Environmental Protection Specialist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Physical Scientist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(2) Archeologist ~Marine (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Supervisory Biologist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Biologist (OE)	Gulf of Mexico Region; To perform National Environmental Policy Act work associated with Bureau of Safety and Environmental Enforcement permitting.
(5) Supervisory Geologist (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.
(3) Geophysicist (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.
(13) Geologist (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.
(10) Petroleum Engineer (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.

(3) Supervisory Geophysicist (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Technical Information Specialist (RE)	Gulf of Mexico Region; To perform worst case discharge, conservation of resources, and geohazard work associated with Bureau of Safety and Environmental Enforcement permitting.
(1) Financial Analyst (RMOG)	Gulf of Mexico Region; To perform financial assurance evaluations for new activity at the Application for Permit to Drill stage prior to the permit approval.

Office of Leasing and Plans (OLP)
Office of Environment (OE)
Resource Evaluation (RE)
Risk Management Operations Group (RMOG)